

U. S. Standard Form 33 (Revised)
Approved by the Secretary
of the Treasury
January 17, 1939

INVITATION, BID, AND ACCEPTANCE
(SHORT FORM CONTRACT)

Invitation No. 30-51

Contract No. 22-448

Central Intelligence Agency
(Department or establishment)

Services Division
(Office or station)

2430 E Street, N.W., Washington, D. C.
(Address)

20 October 1950
(Date)

INVITATION

Sealed bids, in Quadruplicate subject to the conditions on the reverse hereof, will be received at this office until 10 o'clock a.m. 31 October 1950 and then publicly opened, for furnishing the following supplies, and/or services, for delivery at _____

Reqn. #51-0843

25X1A

(Name)

25X1A9a

Chief, Services Division
(Title)

Item No.	ARTICLES OR SERVICES	Quantity	Unit	Unit Price	AMOUNT	
					Dollars	Cents
	The purpose of this Invitation to Bid is to establish a term contract for export packing of household and personal effects, hereinafter referred to as "effects", of Government employees assigned outside the continental United States.					
1.	<u>AREA AND PERIOD:</u> (a) The services specified herein shall be rendered within the Greater Metropolitan Area of Washington, D. C. (b) Contract shall be effective for the period beginning from date of acceptance by the Government through 30 June 1951 subject to termination as provided for in Item 6 herein.					

BID

10/26/50

(Date)

In compliance with the above invitation for bids, and subject to all the conditions thereof, the undersigned offers, and agrees, if this bid be accepted within 30 calendar days from the date of the opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, delivered at the point(s) as specified and, unless otherwise specified within 30 calendar days after receipt of order.

Discounts will be allowed for payment as follows: _____ percent 10 calendar days; _____ percent 20 calendar days; _____ percent 30 calendar days.

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ACCEPTANCE BY THE GOVERNMENT

3 November 1950

(Date)

Accepted as to items numbered All.

25X1A9a

Title Chief, Services Division

(OVER)

STANDARD GOVERNMENT FORM OF CONTINUATION SCHEDULE
FOR STANDARD FORM 31 OR 33
(SUPPLIES)

Item No.	ARTICLES OR SERVICES	Quantity	Unit	Unit Price	AMOUNT	
					Dollars	Cents
2.	<u>PACKING SERVICES:</u>					
	(a) For furnishing complete export packing service in random size and type containers including labor, all lumber, strapping, excelsior, waterproof paper, cardboard, etc., in accordance with the attached General Specifications with deletion of all references to crating.	PER CWT		\$5.18		
	(b) When so requested by the Government, furnish and pack in lift vans in accordance with best commercial practice subject to size not exceeding 800 cubic feet per lift van.	PER CWT		\$5.05		
3.	<u>DRAYAGE:</u>					
	(a) Pick-up and drayage of effects from residence or place of storage to contractor's warehouse for packing.	PER CWT		\$.70		
	(b) Drayage of packed effects from contractor's warehouse to local storage warehouse, carrier's freight station, or Government warehouse subject to specific request from the Government.	PER CWT		NO Charge		
	(c) Pick-up and packing of effects shall be completed within fifteen (15) days after receipt of request for service, unless otherwise specified by the Contracting Officer.					
4.	<u>STORAGE:</u>					
	Storage of effects per 30 day month subject to specific request from the Government. Storage charge for less					

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STANDARD GOVERNMENT FORM OF CONTINUATION SCHEDULE
FOR STANDARD FORM 31 OR 33
(SUPPLIES)

Item No.	ARTICLES OR SERVICES	Quantity	Unit	Unit Price	AMOUNT	
					Dollars	Cents
	than one month shall be prorated on the basis of one thirtieth (1/30) of the monthly rate for each day.					
				NO CHARGE FIRST 15 DAYS AFTER COMPLETING JOB		
				PER CWT \$.40 Per 30 Day Month and		
5.	<u>RESPONSIBILITY:</u>			\$.03 Per Cwt Own Prorated Days		
	(a) The Contractor shall be responsible to the owner of any effects over which it has control or custody pursuant to this contract for any and all loss or damage to such effects while in its control or custody in the maximum amount of \$30.00 per hundred pounds thereof, except that the contractor shall not be responsible for loss or damage to effects resulting from acts of God, or the public enemy, or strike, riot, or civil commotion.			WAREHOUSE LABOR OUT \$.20 Cwt		
	(b) In addition, the contractor shall be responsible to the owner of any effects which he handles pursuant to this contract for any and all loss or damage to such effects resulting from the Contractor's negligence or improper performance under this contract in the maximum amount of \$30.00 per hundred pounds thereof.					
	Negligence or improper performance shall be construed to include lack of proper and safe plant facilities, inadequate hauling equipment, lack of proper protection while in transit, the use of insufficient or poor quality materials for packing, the use of unskilled or careless workmanship, lack of proper inventory weight and packing slips, mistakes in marking and all other services under this contract for the preparation of effects to withstand normal hazards of handling and					

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STANDARD GOVERNMENT FORM OF CONTINUATION SCHEDULE
FOR STANDARD FORM 31 OR 33
(SUPPLIES)

Item No.	ARTICLES OR SERVICES	Quantity	Unit	Unit Price	AMOUNT	
					Dollars	Cents
	transportation. The Contractor shall not be responsible under this paragraph for loss or damage to effects not packed by him and over which he has no control (such as effects in locked trunks, dresser drawers, barrels, and boxes already packed) unless such loss or damage results from the Contractor's negligence or improper performance hereunder.					
	(c) For any loss or damage of effects for which the Contractor is responsible, the Contractor shall make prompt payment to the owner thereof.					
	(d) The Contractor shall furnish an inventory in quadruplicate showing condition of the effects at the time of packing. This inventory shall embody a signed statement to the effect that the Contractor shall be responsible to the owner of the effects in the amount of thirty dollars (\$30.00) per hundred pounds for damage to the effects packed or hauled by him due to improper performance of these services. A list of all packages, showing package numbers, content, and weight shall be furnished to the Government on completion of packing.					
	(e) The responsibility of the Contractor as stated herein shall not be construed as placing a limitation on the amount of protection or coverage of the effects processed under this Contract. Additional protection or coverage on the effects may be procured by the owner thereof at his own expense.					

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STANDARD GOVERNMENT FORM OF CONTINUATION SCHEDULE
FOR STANDARD FORM 31 OR 33
(SUPPLIES)

Item No.	ARTICLES OR SERVICES	Quantity	Unit	Unit Price	AMOUNT	
					Dollars	Cents
6.	<u>TERMINATION:</u> The Government reserves the right to terminate this Contract upon thirty (30) days written notice to the Contractor computed from the date of mailing.					
7.	<u>GENERAL STIPULATIONS:</u> (a) Acceptance of offer under this Invitation to Bid will be made to the firm submitting the lowest acceptable aggregate bid. (b) The Government reserves the right to inspect the plant of any bidder and to reject any bid submitted if facilities are found to be inadequate. (c) The Government does not guarantee any minimum or maximum quantity of the services to be processed under this Contract, however, the Government does hereby agree that it will not obtain the services indicated herein from any firm other than the Contractor. It is contemplated that approximately forty-five (45) moves will be consummated during the period covered by this Contract. (d) ✓ The bidder represents that the aggregate number of employees of the bidder and its affiliates is <input type="text" value="500"/> 500 or more, <input checked="" type="text" value="X"/> less than 500.					

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CONDITIONS

Approved For Release 2001/08/25 : CIA-RDP59-00882R000300270023-2

1. The Government reserves the right to reject any or all bids, to waive any informality in bids and, unless otherwise specified by the Government or by the bidder, to accept any item in the bid. In case of error in the extension of prices in the bid, the unit prices will govern.

2. Time, in connection with discount offered, will be computed from date of the delivery of the supplies to carrier when final inspection and acceptance are at point of origin, or from date of delivery at destination or port of embarkation when final inspection and acceptance are at those points, or from date correct bill or voucher properly certified by the contractor is received if the latter date is later than the date of delivery.

3. In case of default of the contractor, the Government may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby. Provided, That if public necessity requires the use of materials or supplies not conforming to the specifications they may be accepted and payment therefor shall be made at a proper reduction in price.

4. If the contractor refuses or fails to make deliveries of the materials or supplies within the time specified, or any extension thereof, the Government may by written notice terminate the right of the contractor to proceed with deliveries of such part or parts thereof as to which there has been delay. In such event, the Government may purchase similar materials or supplies in the open market or secure the manufacture and delivery of the materials and supplies by contract or otherwise, and the contractor and his sureties (if any) shall be liable to the Government for any excess cost occasioned by the purchase of materials or supplies in the open market or under other contracts when the delay of the contractor in making deliveries is due to unforeseeable causes beyond the control and without, the fault or negligence of the contractor, including, but not restricted to, acts of God or of the public enemy, acts of the Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, and delays of a subcontractor due to such causes unless the contracting officer shall determine that the materials or supplies to be furnished under the subcontract are procurable in the open market, if the contractor shall notify the contracting officer in writing of the cause of any such delay, within 10 days from the beginning thereof, or within such further period as the contracting officer shall, with the approval of the head of the department or his duly authorized representative, prior to the date of final settlement of the contract, grant for the giving of such notice. The contracting officer shall then ascertain the facts and extent of delay, and his findings of fact thereon shall be final and conclusive on the parties hereto, subject only to appeal within 30 days by the contractor to the head of the department concerned or his duly authorized representative, whose decision on such appeal as to the facts of delay shall be final and conclusive, on the parties hereto. As used herein "head of the department" means the head or any assistant head of the executive department or independent establishment involved, and "his duly authorized representative" means any person authorized to act for him other than the contracting officer; and the term "contracting officer" shall include his duly appointed successor or his authorized representative.

5. No Member of or Delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this contract or to any benefit that may arise therefrom unless it be made with a corporation for its general benefit.

6. Prices bid herein include any Federal tax heretofore imposed by the Congress which is applicable to the material on this bid. If any sales tax, processing tax, adjustment, charge, or other taxes or charges are imposed or changed by the Congress after the date set for the opening of this bid, and made applicable directly upon the production, manufacture, or sale of the supplies covered by this bid, and are paid by the contractor on the articles or supplies herein contracted for, then the prices named in this bid will be increased or decreased accordingly, and any amount due the contractor as a result of such change will be charged to the Government and entered on vouchers (or invoices) as separate items.

7. Unless otherwise specified by the bidder, it is understood and agreed that only such unmanufactured articles, materials, and supplies as have been mined or produced in the United States, and only such manufactured articles, materials, and supplies as have been manufactured in the United States substantially all from articles, materials, or supplies mined, produced, or manufactured, as the case may be, in the United States shall be delivered pursuant to a contract awarded as a result of this bid.

8. CERTIFICATION STATEMENT: The Contractor shall state the contract number and make the following certification on his invoices:

"I certify that the above bill is correct and just; that payment therefor has not been received; that all statutory requirements as to American production and labor standards, and all conditions of purchase applicable to the transactions have been complied with; and that State or local sales taxes are not included in the amounts billed."

INSTRUCTIONS TO BIDDERS

1. Samples of items, when required, must be furnished, free of expense, prior to the opening of bids, and, if not destroyed, will, upon request, be returned at the bidder's expense.

2. Prices should be stated in units of quantity specified, with packing included.

3. Time of proposed delivery must be stated in definite terms.

INSTRUCTIONS TO CONTRACTING OFFICERS

1. If shipment is made by Government bill of lading, observe consolidated classification requirements so as to secure the lowest rate applicable.

2. Although this form meets the requirements of a formal contract (R. S. 3744), if the execution of a formal contract with bond is contemplated U. S. Standard Forms 31 and 32 should be used.

3. If there is not sufficient space on the schedule to list all of the items, insert at the bottom of the schedule "Continued on sheets of U. S. Standard Form 36", and use that form also.

4. If it is definitely known that final acceptance cannot be accomplished within 10 or 20 days from date of delivery due to necessity for tests or analyses which cannot be accomplished within that time, delete, before issuance, the discount provision relating to 10

9. COVENANT AGAINST CONTINGENT FEES: The Contractor warrants that he has not employed any person to solicit or secure this contract upon any agreement for a commission, percentage, brokerage or contingent fee. Breach of this warranty shall give the Government the right to annul the contract, or, in its discretion, to deduct from the contract price or consideration the amount of such commission, percentage, brokerage, or contingent fees. This warranty shall not apply to commissions payable by contractors upon contracts or sales secured or made through bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business.

10. PATENTS: The Contractor shall hold and save the Government, its officers, agents, servants, and employees, harmless from liability of any nature or kind, including costs and expenses, for or on account of any patented or unpatented invention, article, or appliance manufactured or used in the performance of this contract, including its use by the Government.

11. INSPECTION: Final inspection and acceptance will be made after delivery, unless otherwise stated. Final inspection shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud. Final acceptance or rejection shall be made as promptly as practicable, but failure to inspect and accept or reject the equipment shall not impose liability on the Government for such materials or supplies as are not in accordance with the specifications.

12. DISPUTES: Except as otherwise specifically provided in this contract, all disputes concerning questions of fact, arising under this contract shall be decided by the contracting officer, subject to written appeal by the Contractor within 30 days to the Director of the Central Intelligence Agency or his duly authorized representative, whose decision shall be final and conclusive upon the parties hereto. In the meantime the Contractor shall diligently proceed with performance.

13. RESPONSIBILITY FOR SUPPLIES TENDERED: The Contractor shall be responsible for the articles or materials covered by this contract until they are delivered at the designated point, but the Contractor shall bear all risk on rejected articles or materials after notice of rejection. Where final inspection is at point of origin but delivery by Contractor is at some other point, the Contractor's responsibility shall continue until delivery is accomplished.

14. TIME OF DELIVERY: When no time of delivery is stated in the bidder, it is understood and agreed that deliveries are to be made within 10 days after receipt of order.

15. TAXES: Unless otherwise indicated in this contract (A) the prices herein do not include any state or local sales tax, and (B) the prices herein include all applicable Federal Taxes in effect at the date of this contract unless the procurement falls within the exceptions of the Internal Revenue Act, of 1943, in which case the Contractor has clearly indicated in the contract that the prices shown are exclusive of the Federal Excise Tax. Upon request of the Contractor, the Government will issue tax exemption certificates or furnish other similar proof of exemption with respect to all Federal Excise taxes properly excluded from the price.

16. ANTI-DISCRIMINATION: The Contractor in performing the work required by this contract, shall not discriminate against any employee or applicant for employment because of race, creed, color, or national origin. The Contractor further agrees that each subcontract made under this contract will contain a similar provision with respect to Anti-Discrimination.

17. ASSIGNMENT OF CLAIMS: No claims against the Government arising under any purchase or contract which provides for payments aggregating \$1000.00 or more shall be assigned except in accordance with the Assignment of Claims Act, 1940 (Public No. 811, 76th Congress, approved October 9, 1940).

18. WALSH-HEALEY ACT: Where applicable, the representations and stipulations required by Section 1 of the act of June 30, 1936 (Walsh-Healey Act, Public No. 846, 74th Congress) to be included in all contracts therein specified are hereby incorporated and made a part of this contract with the same force and effect as if fully set forth in the contract.

19. EIGHT-HOUR LAW: Where applicable, the provisions required by Act of June 19, 1912 (Eight-Hour Law, 37 Stat. 137, 138 as amended by Act of 9 Sept. 1940, 54 Stat. 884), to be included in all contracts therein specified, are hereby incorporated and made a part of Contract with the same force and effect as if fully set forth in the Contract.

20. MODIFICATION: No change or modification of this contract shall be valid unless the same be in writing and signed by both of the parties hereto.

21. ALTERATIONS: The following alterations were made before this contract was signed by the parties hereto:

If time varies for different items the bidder shall so state.

4. Envelopes containing bids must be sealed and marked on the upper left-hand corner with the name and address of the bidder and the date and hour of opening, and addressed as instructed.

5. For further instructions read U. S. Standard Form 22 (Instructions to Bidders).

calendar days or to both 10 and 20 calendar days. The provision relating to discounts may also be deleted when funds do not become available so that payment may be made within such time limits.

5. If the contract is likely to involve patent liability, the article on patents as contained in U. S. Standard Form 32 should be used.

6. If the contract provides for liquidated damages, the above Condition No. 4 should be deleted and there should be substituted therefor the article entitled "Delays—Liquidated Damages" quoted in Paragraph 5 of the directions on page 6, U. S. Standard Form 32, modified as follows: Delete "in Article 1", line 2, and if no bond is required, delete "and his sureties" lines 6 and 10; add the last sentence (definitions) of the above Condition No. 4.

GENERAL SPECIFICATIONS

I PACKING AND CRATING

A. Materials To Be Used

- 1 LUMBER (a) Lumber shall be thoroughly air or Kiln dried, surfaced four (4) sides dressed to Required standard thickness and graded and marked in accordance with the rules and regulations of the Lumber Association covering the species desired.
(b) Approved species are:
Pine-Ponderosa, No. 2 common - in accordance with latest rules of Western Pine Association
Pine, white northern, No. 3 common - in accordance with rules of North-eastern Lumber Manufacturers Association
Spruce, No. 2 common - in accordance with latest rules of West Coast Lumbermen's Association
Spruce, No. 3 common - in accordance with latest rules of West Coast Lumbermen's Association
Fir - white)
Pine - sugar) In accordance with latest rules of
Pine - white (Idaho) Western Pine Association
Spruce, No. 3 common
Cottonwood or Poplar, yellow No. 2A common - in accordance with latest rules of National Hardwood Lumber Association
Hemlock, Eastern No. 1, common - in accordance with latest rules of Northern Hemlock and Hardwood Manufacturers Association
Any other box or crate lumber No. 2 common that weighs less than two and six tenths (2.6) pounds per board foot.
- 2 BOXES Boxes shall be new or in perfect condition, and if not new, shall be free of all marks not pertaining to current shipment and free of any substance injurious to the article being packed. Boxes must be made of common box or crate lumber with ends and corners securely fastened and nailed.
- 3 HOUSE BOXES House boxes (for linen, books, bedding, lamp shades, draperies, etc.) shall be securely fitted and strongly secured at corners and top members properly fitted. House boxes must be lined with paper (Kraft) before packing. Recommended sizes are #1 - 2x2x4, #2 - 2x2x3, #3 - 1 1/2x1x2 1/2. Boxes of other sizes not over 35 cubic feet capacity may be used, if required and properly and strongly made and not over 2 1/2 pounds per cubic foot in empty weight.
- 4 VENEER WOOD BOXES Veneer wood boxes may be used for small articles of furniture, tops, cushions, garden tools, wickerware, etc. The articles must be properly wrapped and padded and protected in the box. Wood excelsior shall be used for tuck packing and side and bottom padding. These veneer boxes may be reinforced with 1x4 or 1x6 cleats for added strength and protection.
- 5 BARRELS New barrels should preferably be used for packing glassware, chinaware, bric-a-brac, table lamp bases, and other small fragile articles, but used barrels in perfect condition with four hoops and top and bottom heads closely fitted and strong may be used certified to be free of substances which might be injurious to the material to be packed. Fibre or veneer barrels shall not be used.
- 6 CARDBOARD All cardboard used must be corrugated, 200 pound test and double faced, dry, clean and free from acid, paint, grease and other substances injurious to the articles to be packed.
- 7 EXCELSIOR OR SHREDDED PAPER Only standard wood or wood wool excelsior or shredded paper shall be used as filler for general packing. It shall be clean, dry, and free from any substances injurious to the articles to be packed.

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- 8
EXCELSIOR PADS New standard wood excelsior or shredded paper pads shall be used unless otherwise specified.
- 9
PAPER - WRAPPING All wrapping paper used shall be new, Kraft type of not less than 30 pounds weight.
- 10
PAPER - MARKED
OR TREATED All waxed paper used shall be manila wax or equivalent of not less than 30 pounds weight. Treated paper may be used if of "Fletcher" paper type, free from creases and folds.
- 11
NAILS All nails shall be cement coated-box and large enough for solid construction. For crating or boxing, #8 penny coated box nails shall be used in all joints as follows: 2 in each 4x4 joint, 3 in each 1x6 joint, 4 in each 1x8 joint, 5 in each 1x10 or 1x12 joint.

B. Manner Of Packing

1. All crating and packing shall be performed in a manner requiring the least cube measurement, producing a package that will withstand rail or water shipment without damage to container or contents and at a minimum of weight.

2. All crates unless specifically exempted from this requirement shall be diagonally braced on at least two opposite sides and braces shall be made of 4" boards except in cases where grater strength is required, when 6" board may be used. Braces on opposite sides shall be applied in different directions and securely fastened to each board with cement coated nails of proper length.

3. All items with legs shall be swung in crates; i.e., they shall rest on swing braces of sufficient strength so that the legs will not carry any weight. Swing braces shall be so secured to sides or ends of crate that they cannot be loosened by jarring the crate. In the absence of a more suitable method of securing swing braces, they shall rest on and be nailed to a cross member of the crate and immediately above swing braces another cross member will be applied as close as possible to swing brace. Items swung in crates will have an upper brace to hold them down on swing brace, and will be so secured as to prevent lateral movement. When braces must be cut to fit inside the crate or box, they shall be secured to nailing strips at least two inches wide. If the space between the brace and the crate or box is not two inches, the nailing strip shall fill space and shall in all cases extend the full width of the brace being used. All excelsior pads shall be properly secured to braces.

4. Where necessary to reduce cubic measurement of container to reduce weight, or to insure safe transit, articles of household effects shall be dismantled.

5. All finished surfaces shall be so padded as to prevent scratching or marring.

6. Items of irregular shape shall be securely braced in crates or boxes so as to prevent damage during handling in transit.

7. Original containers, in lieu of new, may be used, if in good condition. This refers to such items as: refrigerators, pianos, sewing machines, radios and similar articles. In such cases the contractor shall be responsible for obtaining and using holding down bolts, etc., necessary to properly secure item in container and contractor shall be responsible for properly securing refrigeration units and other mechanical attachments.

8. All items which should be kept in an upright position (refrigerators, washing machines, radios, etc.) shall have a cone securely fastened on top of crate or box. Crates or boxes in these cases shall be conspicuously marked to indicate that they are to be kept in an upright position.

9. The use of damp, wet, or unclean packing materials is prohibited.

10. Care shall be exercised to prevent loss or damage of household effects in process of packing, and contractor shall properly and amply protect household effects in his possession by using pads and not piling effects in a manner likely to cause damage.

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11. All crates and boxes shall be properly and closely fitted and securely nailed. Ill-fitting or short members in crates or box construction or insufficient nailing are not acceptable.

12. Varnished or high polished surfaces shall be covered with waxed paper. All furniture shall be wrapped in Kraft paper and be properly secured.

13. Boxes shall be lined with a good grade of water proof paper in accordance with best commercial practice and shall be of adequate quality to meet the approval of the Dispatch Agent at port of shipment. Boxes shall be bound with iron straps on heavy wire firmly stapled in position to avoid slipping. Corners of heavy boxes shall be reinforced with metal plates. Boxes shall be sufficiently strong in direct ratio to the weight of the articles contained therein to withstand excessive rough handling.

14. As a general rule the contractor will not be permitted to line crates with cardboard and it is required that wrapping, padding, and inside swing braces in crates be visible for inspection purposes. Bed crates, rug crates, the tops of crates containing desks, tables, flat top dressers, etc., and crates used for small articles (lamp shades, etc.) must be lined with a corrugated cardboard.

15. Drawers of furniture may be packed with articles if not of undue weight, such as pillows, comforters and blankets.

16. In the absence of any general or specific specification or contract provision, the best commercial practice will apply to packing, crating and marking.

C. Detailed Requirements

Detailed packing requirements shall be observed in packing the following items:

(1) Bed ends, mattress and rails shall be packed together. The height of a bed **BEDS, DOUBLE, THREE** crate when in a packing position shall not be over twenty-four (24) inches.

QUARTER OR TWIN The crate shall have double construction in the ends and will be lined on all sides with cardboard. A diagonal brace will be used on each of the two sides having the largest area. In crating only one bed, spring shall be separated from the bed ends by the mattress; the bed ends shall be separated from each other with excelsior pads and cardboard. The bed rails shall be separately wrapped and secured in crate. Flat articles properly wrapped and padded, that would not be damaged by the subjected weight may be packed in bed crates.

BICYCLES (2) The handle bars, seat, pedals, and book rack shall be removed from all bicycles. The crate shall be a frame of 6" or 8" boards and sides of 1"x4" boards spaced approximately eight inches (8") apart. The bicycle wheels shall be on a board running the full length of the crate and shall have a padded brace in front and back of each wheel; the bicycle shall be braced down by a padded brace; also to prevent the bicycle from shifting in the crate, a padded brace shall be placed against the bicycle frame on each side about six inches (6") above the pedal sprocket and shall extend the full length of the crate. There shall be at least two and not more than three inches of clearance between the bicycle and each end, each side and top of the crate at the closest point. Dismantled bicycle parts shall be securely packed in a box.

BOOKS (3) Books shall be packed in a paper lined box. Books packed two or more rows high end on end will not be permitted. If more than one box of books is to be packed, the heavier and the lighter books shall not be mixed. Should it be necessary to pack heavy books and light books in the same box, a partition made of cardboard or wood will be installed in box to separate light and heavy books.

CHAIRS (4) Chairs shall be packed in crates and shall rest on swing braces to keep weight off legs. They shall be firmly secured in place by padded braces. Chairs without arms may be packed in crates containing two, four, or six chairs at option of contractor; in case of multiple packing it will be required that chairs

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are properly insulated with excelsior pads and secured so that there can be no movement. Under no circumstances may chairs be packed in boxes.

(5) All chests shall be wrapped, the top shall be completely covered with pads on CHESTS - CAMPHOR, top of waxed paper, the corners shall be padded, and all ornamentation shall CEDAR, LINEN, ETC. be carefully padded. The chest shall have padded braces on each side and each end, the padded braces shall be placed on the solid, flat part of the chest and never on the handles, hinges, locks, or any ornamentation. If the legs are fragile the chest shall be swung off the legs. The crate shall be lined with cardboard and shall be made of 1"x4" boards, spaced no more than six inches (6") on all sides except the top, which shall be made of 1"x8" or 1"x8" boards, spaced not more than one inch (1") apart. In all cases where the legs carry the weight of the chest, the crate shall be constructed to provide a solid bearing for legs.

(6) These items shall be wrapped separately, first with a sufficient amount of CHINAWARE, GLASSWARE, shredded paper or wood excelsior to make a cushion, then with paper (newspaper CROCKERY, LAMPS, may be used for this wrapping) and then packed in shredded paper or wood excelsior and only in barrels. There must be at least four inches (4") of loose CLOCKS, JARDINIERS, excelsior, not packed too tightly in the bottom of barrel before any pieces STATUARY, VASES AND are placed in it, at least two inches (2") of excelsior shall line the side of BRIC-A-BRAC the barrel and at least four inches (4") of excelsior shall be placed on top. The barrel shall not be packed tight to the extent that the head must be forced on. Heavy pieces and light pieces shall not be packed together in the same barrel, except in case of necessity and where enough excelsior can be used to compensate for the heavy pieces. Stemware shall not be packed in barrels with dishes or heavy glasses. NOTE: This specification applies to van packs as well as to packing for shipment.

(7) The sides and legs of these items shall be wrapped with wrapping paper and top DESKS (FLAT TOP) AND shall be covered with waxed or glazed paper which shall be insulated from crate TABLES WITH NON- top with excelsior pads. These items shall also be swung in the crate to keep REMOVABLE LEGS weight off legs and shall be held in place in crate by padded braces on each side. The spacing of top boards of crates shall be 1" apart. Cardboard shall be fitted in top of crate.

(8) These items and similar pieces of furniture shall be wrapped, all corners shall DRESSERS, CHIFFONNIERS, be padded and the top shall be completely covered with pads over waxed paper. BUFFETS, BUREAUS, The mirrors shall be removed and packed in another container as hereinafter GLAZED BOOKCASES, ETC. specified under "MIRRORS". Two padded braces shall be used on all sides; the padded braces shall be placed on the strongest part of the article being packed and never against any glass, handles, door or drawer pulls, hinges, ornamentation or any part of the article that might be damaged by the ordinary crate pressure. All drawers must be held in place by a drawer brace properly padded. The braces shall hold the furniture at least one inch (1") and not more than three inches (3") from the crate at the closest point on each side. When the top is flat, the crate shall be solid against the padded top. If the construction of the base of the furniture being packed is not strong enough for swing bracing, the article shall rest on the legs and the crate shall be constructed as to provide a solid bearing for each leg, otherwise this type of furniture shall be swung on braces. The outside crating shall be made of 1" x 4" or 1" x 6" boards spaced not more than eight inches (8") apart; except the top, which shall be made of 1" x 8", 1" x 10" or 1" x 12" boards as required spaced not more than one inch (1") apart.

(9) These items shall be completely wrapped in wrapping paper and packed in box ELECTRICAL EQUIPMENT - with enough excelsior to provide insulation necessary to prevent contact of FANS, HEATERS, ETC. one article with another and to eliminate movement of any article in box.

((10) Fireplace fittings, including tools, stand for tools grate, screen, and fender, FITTINGS, FIREPLACE shall be each separately wrapped in newspaper or wrapping paper, and placed in box with enough excelsior to insulate and eliminate rattles.

(11) Wicker furniture will be swung on braces in crates and secured in place in such FURNITURE, WICKER manner as to obviate damage to wicker.

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(12) Upholstered furniture will be sprinkled with moth repellent and shall be completely wrapped with wrapping paper and sealed with gummed tape. Two or more swing braces shall be used. The articles included in this paragraph shall be swung in the crate with a clearance on all sides of at least two inches and not more than four inches at the closest point. If the articles are made of material that is easily marred by brace pressure and are heavy, making an arm brace necessary, a strip of corrugated cardboard shall be placed over the entire arm and two thicknesses of 8" excelsior pads shall be used under the brace. Other articles of furniture shall not be packed on the arm brace of an article made of materials easily marred or against any part of the article that would be marred. The crate shall be made of 1" x 4" or 1" x 6" lumber spaced not more than five inches apart on all sides. The crate shall be diagonally braced on the two sides having the longest boards. Two upholstered chairs when not too large shall be crated together. If the chairs are covered with material that is easily marred the arms shall have a clearance of at least one inch. Light items (lampshades, hassocks, etc.) in cartons may be packed in crates with upholstered furniture.

(13) Garden hose shall be packed in a box with hand tools and small garden tools. Care must be exercised to insulate hose from any sharp tools.

(14) All kitchenware, flat irons, electric irons, etc., shall be wrapped and packed into paper lined "House Boxes". The articles shall be padded with excelsior and the heavy articles shall be separated from the light by cardboard. Heavy skillets, tea kettles, and heavy pots and pans shall not be packed with light fragile articles. The box lids shall be secured at the residence.

(15) Linen, towels, bedding, draperies, clothing, small pictures, and other articles of this type shall be packed carefully into "House Boxes" lined with clean paper and secured at residence.

(16) All lampshades, Christmas ornaments, small toys and other small articles easily crushed, shall be wrapped and placed in cartons and shall be insulated from carton and from other articles with excelsior. Silk and parchment lampshades shall be wrapped and placed in carton and crushed wrapping paper shall be used in lieu of excelsior to hold in place. The cartons shall then be worked into crates or boxes where they will have proper protection or shall be crated separately with 1"x4" boards, spaced not more than five inches (5") apart. These crates shall be marked "FRAGILE". When effects are hauled to a Government activity for completion of packing, the above items shall be packed in boxes at the residence by the contractor.

(17) This item may be crated or boxed and may be included with gardening tools. It must be secured in box or crate to prevent movement while in transit.

(18) Sewing heads and motors shall be removed from cabinet, wrapped and packed in separate box as hereinafter specified. Cabinet shall be wrapped with paper. Cabinets shall be crated and secured in crates with padded braces. Cabinets with legs shall be swung in crate to keep weight off legs.

(19) The motor shall be removed from the head and packed in a corrugated cardboard carton cut to fit. The head shall be wrapped and placed in a separate carton and padded with excelsior. The cartons shall then be placed in a box, partitioned off from the main compartment and padded with excelsior. If no space is available, a special box shall be built with an inside clearance of at least two inches on all sides for excelsior padding. Any box containing sewing machine head shall be marked "SEWING MACHINE HEAD - HANDLE WITH CARE".

(20) The wringer shall be removed the agitator will be secured and padded in the washing chamber, the belt tension shall be released and the motor secured. Casters shall be removed. Washing machines with adjustable legs shall have legs adjusted to their shortest length before being packed. The washing machine shall be braced where necessary with a padded brace. Braces shall never be placed on control levers or gear boxes. The wringer shaft shall be covered with an excelsior pad. The crate shall be made of 1" x 6" boards, spaced not more than five (5")

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inches apart. A washing machine crate shall have a top cone 1" x 4" board placed on edge on the top from each corner to opposite corner diagonally across the crate, the board shall be full width in the center of the crate and shall be tapered to a width of 1", each board will be notched in the center at the crossing point. The cone will be well secured. The crate will be marked as specified for a "top and up" crate.

(21) All mirrors shall be wrapped and packed in a box built to fit. There shall be MIRRORS, PICTURES, at least two inches (2") of excelsior in the bottom of the box and at least two inches (2") of excelsior between the mirrors and the top of the box. There shall AND GLASS TABLE also be at least two (2") inches of excelsior between the mirrors and the side TOPS of the box. There shall be sufficient excelsior between mirrors to keep closest points separated at least 1". Specifications for packing mirrors are applicable to glass tops, large glass faced pictures and all other articles of this type, except that not more than four furniture mirrors will be allowed in any one box.

(22) Piano boxes shall be built of approved species of lumber. The ends shall have PIANOS three 1" x 4" cleats the full width of the box, one at the top, one at the bottom, and one in the center and will have two 1" x 4" cleats from the top to bottom on each end, in order that the back and front box nailing can be zigzagged over at least 1 1/2" nailing area, the full height of the box. The bottom shall have five 1" x 6" skid cleats from front to back, one at each end, and one at the center and one from each up and down brace to be nailed to. The top shall have two 1" x 4" braces to be nailed to the front and back braces. The back shall have two braces from top to bottom; evenly spaced between the ends if piano to be boxed is a grand; if the piano to be boxed is an upright, the braces shall be placed in the proper position for the swing bolts or lag screws. The front shall have two brace cleats from top to bottom directly opposite the back braces. The piano boxes shall be made of 1" x 8", 1" x 10", or 1" x 12" lumber. The piano shall be completely wrapped with waxed paper, then wrapping paper, and sealed with gummed paper tape. All finished parts that are not detachable, but moveable, shall be tied down with soft webbing tape. Two or three layers of waxpaper shall be placed between parts that have a tendency to rub. An upright piano will be secured to the back of the box with lag screws placed into the corner posts, the holes shall first be bored into the post with a brace and bit. If a bolt insert is in the back of the piano, a bolt to fit will be used. Washers shall be used between the bolts or lag screws and the outside brace. The piano shall be blocked up to relieve any strain on the casters. A grand piano shall be dismantled, the dismantled parts shall be wrapped, padded, and packed into separate box. The grand piano will be swung in the box on swing braces at least 1 1/2" x 6", secured to the bottom of the piano in the heavy part of the piano intended for that purpose. The braces shall be secured with counter sunk lag screws with washers. The braces shall be the exact length of the distance between the top and the bottom of the box, inside. There shall be one brace parallel to the keyboard and directly under the keyboard; there shall be another brace secured to the framing under the top of the sound board, also parallel to the keyboard. Blocks at least 1 1/2" x 6" shall be nailed in the box, two at the top and two at the bottom, in the exact position for securing the swing braces, these blocks shall be of a length to extend from the back of the box to within the width of the swing brace, from the front covering. The swing braces shall be nailed to the top and bottom blocking. All piano boxes shall have an inside clearance of at least two inches and not more than four inches on all sides at the closest point; except when an upright is being packed, in which case the back shall be solid against the back of the box. All piano boxes will be marked in accordance with specifications for marking "top and up" box. No other articles may be packed in the same case with a piano.

(23) The unit chamber shall be filled with loosely crushed paper to prevent the tubes RADIOS from working out. The unit shall be secured in the cabinet. When the units are made to sit on top of the cabinet or cannot be secured properly in the cabinet, they shall be removed and packed in accordance with specifications for a "SEWING MACHINE HEAD". The radio shall be wrapped with wax paper, the top completely covered with pads and the corners shall be padded. The radio shall be braced in the crate with two padded braces on each side. The braces shall not be placed on the control shafts or any ornamentation, unless the Supply Officer waives such requirement. The knobs shall be removed from the control shafts, placed in an envelope and secured in the cabinet. The radio shall be swung in the crate or box. When the base is not

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strong enough for swinging, the radio shall rest on the legs and the crate shall be so constructed as to give solid bearing for each leg. The crate shall be made of 1" x 4" or 1" x 8" spaced not more than three inches, except on the top, which shall be made of 1" x 8" or 1" x 10" spaced not more than one inch apart. A radio crate shall have a peak and caution legs as specified for a washing machine crate, except when the unit has been removed and packed separately. The crate shall be marked in accordance with specifications for "top end up" crates.

- (24) Properly secure all suspended motors to the base, using bolts designed for this purpose. Remove unit from a General Electric (Unit in head model) and pack in a box hereinafter specified. All valves shall be closed according to factory instructions and tagged noting this operation. Air flues shall be removed from the back of the cabinet. The refrigerator shall be crated on the legs or the base, except when the legs will not carry the weight properly, in which case the refrigerator shall be swung on the strongest part of the base framing with two reinforced braces. Remove the legs when practicable, also remove shelves, and all other inside equipment that cannot be properly secured and packed separately in a box. Refrigerator shall be wrapped; it shall be braced at the corners, two padded braces on each side. The braces shall be longitudinal and shall extend full length of the cabinet on the flat solid area over the inside corner framing. All braces shall be clocked away from the crate giving a clearance of at least one inch between the crate and the brace at the closed point. The top shall be completely covered with pads and braced down with at least two braces placed on the flat solid area, unless the Supply Officer waives such requirement. The top overhand and the base shall be padded. The door and the lower chamber cover shall be braced with a padded brace, but shall not be subjected to the weight of the refrigerator. No bracing will be placed over hinges, door pull, tubes or any other fragile part of the refrigerator. The crate shall be made of 1" x 8", 1" x 10", or 1" x 12" spaced not more than three inches apart. The crate shall have a peak and caution legs as specified for a washing machine crate. The crate shall be marked as specified for a "top end up" crate. Also the words "TRUCK HERE", shall be stenciled on the side of the crate having the best construction for that purpose.
- REFRIGERATORS
- (25) A box shall be built for each removal type refrigerator unit. The box shall be built of 1" x 8", 1" x 10" or 1" x 12" lumber. The box shall have two sides inside clearance between the unit at the top and bottom and 1/2" clearance on each side at the point of suspension. The supporting cleats shall be well secured inside the box on all sides and shall be well padded; the width of the supporting ledge shall be at least 1-1/2". The unit shall be braced with a padded brace on each side and one brace shall be placed across the top of the unit. Padded braces shall not be placed over tubing, switch boxes or any other fragile part of the unit. This box shall have a peak as specified for a washing machine crate.
- REFRIGERATOR UNIT

- (26) All rugs and mats shall be treated with moth repellant to protect them from moths or any other insects injurious to the rug; sufficient treatment for six months' protection shall be given. The rugs and mats shall be tightly rolled and wrapped in two thicknesses of wrapping paper and all seams shall be sealed with gummed paper tape. The crate shall be made of 1" x 4", 1" x 8", 1" x 10", or 1" x 12" boards as required and shall be lined with cardboard. The ends of the crate and two sides shall be solid (no space between boards); the boards on the remaining two sides shall be spaced not more than six inches (6") apart.
- RUGS AND MATS

- (27) This furniture shall be wrapped and corners and top shall be padded, and a hole at least six inches (6") in diameter shall be cut in the center of the paper covering each pane of glass. A padded brace will be used on all four sides and at the top, and bottom, and the articles shall be braced down from the top, unless the Supply Officer waives such requirement. The padded braces shall be placed on the strongest part of the articles being packed and never against any glass, handles, door or drawer pulls, hinges, ornamentation or any part of the article that might be damaged by the ordinary crate pressure. All articles having drawers must have a drawer brace properly padded. The braces shall hold the article of furniture at least one inch and not more than three inches from the crate at the closest point on each side, the top and the bottom. This furniture shall rest on swing braces provided construction of base allows; if swing braces cannot be used the articles
- SECRETARIES,
CHINA CLOSETS,
AND CURIO CABINETS

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shall rest on legs. When the weight of the article is carried on the legs, crate shall be so constructed as to provide a solid bearing for each leg. The outside crating shall be made of 1" x 4" or 1" x 6" boards as required, spaced not more than four inches apart.

(28) Silver ware shall be packed in box especially constructed from specified lumber and of proper size to contain items packed without loss of space. Each item or or sets of items in cases of flatware shall be wrapped with "non-tarnish" tissue (paper without sulphur) and excelsior shall be used to insulate and secure pieces in place.

(29) All portable or projecting pieces shall be removed or securely fastened in place. If removed, each piece shall be wrapped separately and all packed in box with enough wrapping paper and excelsior pads used to secure these pieces in such manner as to prevent movement and thereby obviate damage to other pieces packed therein. All enameled surfaces on stove shall be protected with wrapping paper and top and all sides of stove shall be covered with cardboard. Stove shall be crated in such manner as to be insulated from top, bottom and all sides of crates by padded braces which shall not be in contact with handles or other projecting parts. If necessary to provide sufficient strength, crate shall be cross-braced on top, bottom and each side, and where it is impracticable to support stove in swing braces, legs will be removed.

(30) Suitcases shall be closely fitted into a cardboard lined crate made of 1" x 4" boards, spaced not more than four (4") inches apart, or in crates or boxes where space is available.

(31) Top surfaces shall be wrapped with wax paper, remainder of table shall be wrapped with wrapping paper. Tables shall be nested with cardboard between each successive table top where possible. Nests of tables will be swung on braces where possible and will be braced padded away from sides of crate.

(32) The leaves shall be removed, wrapped in wax paper and packed in bed crates or other suitable places that provide ample protection. When it is practical the legs shall be removed, wrapped, padded, and packed in a box. The flat top surface of the table shall be wrapped with wax paper, Kraft paper, and shall be completely covered with pads, this specified covering shall extend around the entire finished edge of the table top. If the legs have not been removed they shall be wrapped and padded. A table top crate shall be constructed to give solid protection on all sides of the top padding. The top of the crate shall be solid against the padded table top and will be made of 1" x 8", 1" x 10", or 1" x 12" boards spaced not more than one inch apart and shall be lined with corrugated cardboard. The side and bottom of the crate shall be made of 1" x 4", or 1" x 6", spaced not more than six inches apart. The table shall be swung in the table top end of the crate with two padded braces, one at each end. Should the under edges of the table top be irregular, so as not to leave a flat swinging surface, the bracing shall be placed on the inside top framing of the table. A dining table crate where the legs have not been removed, shall have two diagonals, one on a side perpendicular to the top and one on the opposite of that side. NOTE: Also see "DESKS AND TABLES".

(33) Hand tools will be wrapped in newspapers and packed in box with sufficient excelsior to eliminate rattles.

(34) Hoes, rakes, shovels, etc., shall be placed in either a specially constructed box or crate or may be placed in a large "used" veneered box if there is available enough light material to hold tools in place. If there are pillows, hoesocks, etc., used in veneered case with garden tools, the working portion of tools shall be wrapped to prevent soiling or cutting other items.

(35) All trunks shall be crated with 1" x 4" boards, three boards on each side, three boards on the top and three boards on the bottom of the crate. Two trunks shall not be included in one crate, except small steamer trunks.

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(36) Before being packed the carriage of typewriter shall be secured in center position with binding tape. The typewriter shall be secured in box by bolts passing through washer and bottom of box; the bolts will necessarily have to fit threaded holes in typewriter frame. In lieu of this method of securing typewriter, any acceptable method of firmly and securely fastening typewriter may be used. In any case, the box containing typewriter shall not enclose any movable item which may damage typewriter.

(37) All vanity benches, chow benches, foot stools, floor lamps, stands (including smoking stands), children's beds, and tables, magazine racks, folding tables, folding chairs, ironing boards, and other articles of furniture too small to be crated separately, shall be wrapped and padded and worked into crates having space not utilized; provided the article can be braced to give it proper protection. When these small articles of furniture cannot be advantageously worked into other crates, they shall be grouped and a crate made of 1" x 4" or 1" x 6" boards, spaced not more than five inches (5") apart. The crate shall be lined with cardboard, the articles shall then be padded with excelsior and braced into the crate.

D. General Requirements

1. The average tare weight shall not exceed two-fifths (2/5) of the gross weight. Sufficient material shall be used in each package to properly protect the contents regardless of tare, but apparent excessive tare weight of individual packages will cause rejection of such packages by the inspector. The average tare weight will be determined by the Contracting Officer from time to time. If it becomes apparent that the average tare weight is being exceeded the contractor will be requested to take corrective measures.

2. If necessary, the Contractor will be required to hold effects after packing to await availability of shipping facilities, not to exceed a period of fifteen (15) calendar days. Storage and handling charges for time in excess of the fifteen (15) day period cannot be guaranteed by the Government unless authorized by the Department. In no case shall storage charges accrue until after the services under this contract as designated by the Contracting Officer, have been completed and the required papers and invoice submitted to the Contracting Officer.

II INVENTORY AND PACKING

1. At the time of the removal of the effects from the premises of the owner, each package of effects and each piece of furniture, or other article shall be assigned a number, consecutive for each owner. Each package and piece is to be marked with the assigned number and a lot number or the name of the owner. This marking may be by crayon on barrels and boxes but must be by tags on furniture, trunks, etc.

2. In conjunction with the owner or his agent, the Contractor shall prepare in triplicate an inventory list of all items received, bearing the signature of the owner or his agent together with the signature of the representative of the Contractor, both certifying to the correctness of the inventory. The Contractor will use due diligence to record in the inventory any unusual condition of the effects so received. Notation should be made when practicable as to whether electric refrigerators, radios, etc., are in operating condition. Notations should be made opposite items on the inventory specifically identifying any marks, scratches or broken items. A general exception to the condition of the effects does not meet the requirements of the contract and is not acceptable. One copy of the inventory is to be retained by the Contractor, one copy handed to the owner or his agent upon completion of the inventory and one copy promptly furnished to the Contracting Officer.

3. The Contractor shall prepare a packing list at the time the effects are packed, noting thereon the number of each piece, the contents and house inventory number of each article packed therein, the weight, and cubic measurement. Each sheet shall have inscribed thereon the name of the owner and the last sheet shall indicate the total weight and total cubic measurement. All items of professional books and papers shall be listed separately on the packing list. This packing list shall be made out in sextuple.

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III MARKING

All markings shall be stenciled or legibly marked and printed with waterproof, quick-drying ink and lettering must be of proper size and spaced in such a manner as to be easily read. All barrels, boxes and crates containing breakable or fragile articles must have the word "glass" or "fragile" lettered on all sides.

Packages shall be marked with consecutive numbers for each lot of effects and so listed and identified on packing list.

Packages containing articles to be kept top end up must have the words "This End Up" stenciled or printed on four sides and within six inches of top and shall have two arrows at least five inches long stenciled or drawn pointing up and below the arrows, the words "Handle With Care".

All old marks shall be scraped, plande or blacked out(daubing will not be accepted).

Marking, addressing, numbering, etc., shall be in strict accordance with the instructions issued.

Washing machines, refrigerators, radios and other items required to be kept in upright position shall have a conspicuously printed notice on two sides "Notice--any agent, checker or owner on receiving this piece, please note all exceptions. Should crate be damaged in any way or contents be loose in crate, please make an exception in receipting for this piece."

IV WEIGHING

All boxes, crates and barrels, etc., are to be weighed by the Contractor. In weighing, Contractor will exercise all care to list exact weight and measurements. When material is too bulky for a Contractor's scales, shipment may be weighed on public scales and weightmaster's certificate issued. Weights are to be stenciled on all boxes, crates and barrels.

V VANS

Vans used in transporting unpacked or uncrated furniture must be of closed type and must be supplied with sufficient clean and sanitary pads, covers and other protective equipment to insure safe transit of shipment and delivery in undamaged condition. Vans used in transporting packed and crated material may be closed type or open if the open type are with weatherproof tarpaulin to properly protect the shipment.

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